



# All India Institute of Medical Sciences Bhopal

Saket Nagar, Bhopal-462 020 Madhya Pradesh India  
Website : www.aiimsbhopal.edu.in

## (CONFIDENTIAL REPORT)

(For all academic personnel of and above the Grade of lecturer and equivalent grades i.e.

Lecturer, Assistant Professor, Associate Professor, Additional Professor and Professors)

Report on Dr. .... Department of ..... AIIMS, Bhopal

For the period from : .....

Date of Joining at AIIMS, Bhopal : ..... Date of posting to present Department: .....

Present designation: ..... Professor Date of appointment to present position: .....

Whether on probation : ..... Date of acquiring the present salary : .....

Present salary : .....

### PART – I

(to be filled in by the officer whose work is being reviewed)

#### **ACADEMIC ACHIEVEMENTS:**

(State your academic achievements that are note worthy for the year.

This may included academic awards, admission to fellowships of academics etc.)



# All India Institute of Medical Sciences Bhopal

Saket Nagar, Bhopal-462 020 Madhya Pradesh India  
Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

**NATURE OF WORK:** on which you have been engaged during the period of this report:  
Teaching Research Patient care etc.

Reference may be made here to any particular achievements outside the scope of your official duties – such as service to the cause of Medical Education or Community Welfare on National and International Service, Mention may also be made to contributions made to the work of the Institute outside the scope of normal duties such as work on faculty, committees, organization of seminars, symposia, special lectures, looking after the department stores and other administrative work in the department.

(Be brief and to the point; the number of words MUST NOT exceed 50)

**ACTUAL WORK LOAD:** If your involvement in I & II below is only periodic then state the total Period spent in hours per year, otherwise mention the period as desired.)

## **I. CLINICALLOAD:**

Furnish hours per week/year spent by you in:

- A) Patient care in outpatient service :
- B) Patient care in inpatient service :
- C) Patient care in special clinics ( name the clinic) :
- D) In operation theatre :
- E) In the case of non- clinical service departments :

(Pathology, Microbiology, Pharmacology, etc.

indicate work- load you carry per year



# All India Institute of Medical Sciences Bhopal

Saket Nagar, Bhopal-462 020 Madhya Pradesh India  
Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

## II. TEACHING : ( For the whole year)

### 1. UNDERGRADUATE

- a. No. of lectures/seminar allotted to you :
- b. No. of lectures/seminars taker by you :
- c. Hours per week/year spent in clinical Teaching, demonstrations/ tutorials. :

### 2. POSTGRADUATE

- a. Hours per week spent in clinical teaching, Seminars, conference, journal, club etc. :
- b. No. of postgraduate students writing, these Under you as a chief or as a co-supervisor. :
- c. No. of postgraduate students working in your Unit/department of professional training. :

### 3. RESEARCH (use separate sheet for this column)

- a. Title or research projects in which you have Been involved in the previous year as:
  - 1. Chief Investigator :
  - 2. Co – Investigator :

- b. Title of research projects in which you have been Involved during the year under review as:
  - 1. Chief Investigator :
  - 2. Co – Investigator :

- c. List your publications :

(Attach separate sheet if there is more than one Publication. Name of all authors with full details Of each paper must be mentioned.

Standard format as under must be used:

“Pankaj SG., Sharm YR, Vane JR.(2010)

Prostacyclin reduces the number of ‘slow Movine’ leucocytes in hamster check pouch Venules J. Physiol. 280:633”

- d. List of papers presented by you in Conference (Name the conference and Attach separate sheet). :



# All India Institute of Medical Sciences Bhopal

Saket Nagar, Bhopal-462 020 Madhya Pradesh India  
Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

- e. List of papers, **with you as the** co-author :  
Presented in the conferences.
  
- f. No. of Ph. D/D.M./M.Ch. Students working :  
Under you as chief or co – supervisor.
  
- g. Please mention briefly the problems :  
Which hampered you from achieving  
the best you can

## SUMMARY:

Sum up your contributions during this period in the various fields indicated above and state what you think to be your most significant achievements.

(Be brief and to the point; the no. of words must not exceed 100)

Please sign here : .....



# All India Institute of Medical Sciences Bhopal

Saket Nagar, Bhopal-462 020 Madhya Pradesh India  
Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

Report on : \_\_\_\_\_

## Part –II

(To be filled in by the Reporting Officer)

Reporting Officer's Name .....

Designation .....

Length of service put in by the officer being reported or under the Reporting Officer,

From ..... to .....

(Record remarks in respect of only such qualifications of which you have first hand knowledge. Please be precise of brief. Each statement is to be commanded on separately)

### **I. INTEREST:**

#### **II. RESEARCH ABILITY:**

- i) Interest in Research
- ii) Theoretical ability and capacity to interpret data.
- iii) Experimental and Practical ability
- iv) Originally, Capacity to produce new and good ideas.

#### **III. TEACHING ABILITY:**

- i) Interest to Teaching.
- ii) Power of expression ability to express himself clearly and concisely.
- iii) Punctuality and regularity at assigned sessions/seminars.
- iv) Effectiveness as a teacher/as judged by peer rating/students rating.
- v) Knowledge of current advances in his subject:
- vi) Popularity with the students.

#### **IV. PROFESSIONAL COMPETENCE**

- a. General professional knowledge whether wide,  
Through and up-to date:
- b. Competence in clinical skills or laboratory skills  
Pertaining to his discipline:

#### **V. ADMINISTRATIVE ABILITY**

- a. Organizing ability:
- b. Initiative and drive:
- c. Capacity to work in a team:
- d. Capacity administrative efficiency:



# All India Institute of Medical Sciences Bhopal

Saket Nagar, Bhopal-462 020 Madhya Pradesh India  
Website : www.aiimsbhopal.edu.in

**VI. Assessment of the Officer’s overall work:** Exceptionally brilliant/ outstanding/ in his/ her particular position. Well above average standard/ good average man/ the average meant fairly competent but without special ability or initiative /Insufficient initiative and capacity for work without constant supervision/ Indifferent but just worth retaining/ not worth retaining in the present position.

## GENERAL REMARKS

(Make any general comments you think desirable e.g. special remarks on any characteristics not brought out. Do you agree with the officer’s own account of work recorded in this report or is there anything you wish to modify or add)?

.....  
.....  
.....  
.....  
.....

Signature of Reporting Officer

Designation : .....

Date : .....

## NOTES FOR GUIDANCE OF REPORTING OFFICERS

1. The preparation of reliable reports on the staff in an exceedingly important duty. In fairness to the staff reported on, as well as in the interest of the smooth and efficient working of the Department and the Institute, reports should be carefully and critically mad. Reporting officer should not discuss his assessment with anyone, except the reviewing Officer, if he requires you to do so.
2. Concentrate on one factor at a time and study the implication of each factor carefully. Do not feel obligation to mark under every heading as some of the heading may be inapplicable. Do not attempt to guess any quality which you have not been able to judge at first hand. In such cases make no marking at all.
3. Do not be afraid of giving low marking if they are called for No one can be equally good in every way and some low marking may be justified even for the most brilliant .
4. Making should not take account of age.
5. Do not allow any personal feelings to govern the assessment. The assessment requires the appraisal of an officer in terms of his ACTUAL PERFORMANCE.



# All India Institute of Medical Sciences Bhopal

Saket Nagar, Bhopal-462 020 Madhya Pradesh India  
Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

## PART III

### I) REPORT BY REVIEWING OFFICER

1. Do you agree with the officer's own account as recorded in this report?
2. Do you agree with the observations of the Reporting Officers?
3. Do you agree with the reporting officer's over all assessment of the officers reported upon/column VI of the Part – II
4. Assessment of Integrity.
5. Has the officer been informed of in any marking below “NORMAL” with which you agree ? If he has not been, please state why?
6. General Remarkd by reviewing officer, including a note of any particular achievement .

Signature of Reviewing Officer:

Designation:

Date:

**Note:** The Reviewing Officer should normally discuss the adverse markings which are below “normal” with the reporting officer and should make suggestion for improvement to the reporting officer and, if necessary with the officer reported upon and thereafter, record his remarks against column 5 and 6 above.

### Signature of Accepting Officer

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_